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Pursuant to the Arizona Code of Judicial Administration § 1-201(E), the Chief Justice may adopt technical changes in existing administrative code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that Arizona Code of Judicial Administration § 3-403 is amended as indicated on the attached document. All other provisions of § 3-403 remain unchanged and in effect.

Dated this 18th day of September, 2019.

ROBERT BRUTINEL

Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 3: Superior Court
Chapter 4: Administration
Section 3-403: Protecting Personal Information in Public Records

- A. Purpose.** A.R.S. §§ 11-483, -484, 16-153 and 28-454 authorize specified categories of public officials and others to seek an order from the presiding judge in their county of residence that protects from public inspection their ~~home addresses and phone numbers~~ identifying information and documents appearing in specified public records. The procedures established in this section are intended to ensure uniform processing of applicants' affidavits consistent with the intent of this legislation.
- B. Eligibility.** Any qualified applicant may request public access to their ~~residential address and telephone number~~ identifying information and documents be restricted in public records of the County Recorder, Treasurer and Assessor pursuant to A.R.S. §§ 11-483, -484 and 16-153 and from records maintained by the Motor Vehicle Division of the Department of Transportation pursuant to A.R.S. § 28-484, by filing an affidavit with the presiding judge of the county in which they reside.
- C. through E. [no changes]**
- F. Clerk's Responsibilities.** Upon receipt of the signed order, the clerk shall immediately deliver the approved affidavits with a copy of the order signed by the presiding judge as follows:
1. If the order is directed at the county recorder pursuant to A.R.S. § 11-483 or A.R.S. § 16-153, the clerk shall distribute the order and a copy of the affidavit to the county recorder.
 2. If the order is directed at the county assessor or county treasurer pursuant to A.R.S. § 11-484, the clerk shall distribute the order and a copy of the affidavit to the county assessor or county treasurer.
 3. If the order is directed at the Department of Transportation pursuant to A.R.S. § 28-454, the clerk shall distribute to the Arizona Department of Transportation, Motor Vehicle Division either:
 - a. A copy of the order and a copy of the affidavit, or
 - b. A copy of the order without the affidavit, providing the order includes:
 - (1) affiant's name,
 - (2) affiant's date of birth,
 - (3) affiant's driver's license or state identification number, and
 - (4) if the affiant's eligibility is based on the affiant's status as a public employee or

official, the name of the affiant's employer.

The information in subsection (3)(b)(1)-(3) must appear in the order for any household members or entities included on the affidavit.

The clerk shall seal the order and affidavits maintained in the clerk's office.

G. [no changes]